

**MONTANA HiSET  
OPTION  
PROGRAM  
SCHOOL DISTRICT  
APPLICATION**

## **APPLICATION CHECKLIST**

- Step 1. Completed Application Approval (page 1 – School Principal and District Superintendent)
- Step 2. Completed Statement of Assurances (pages 2-4)
- Step 3. Complete Montana HiSET Option Participant Requirements (pages 5-6)
- Step 4. Complete Montana HiSET Option Requirements prior to participating (page 7)
- Step 5. Complete Montana HiSET Option Counseling Requirements (page 8)
- Step 6. Complete Montana HiSET Option Program Design, Curriculum and Instruction (pages 9-12)
- Step 7. Complete Montana HiSET Option Financial Support (page 13)
- Step 8. Complete Montana HiSET Option Credentials and Recognition for Participants (page 14)
- Step 9. Complete Montana HiSET Option Testing Accommodations for Participants (pages 15-16)
- Step 10. Complete Montana HiSET Option Data Collection Procedures (page 17)
- Step 11. Complete Montana HiSET Option Responsibilities (page 18)

**APPROVAL OF APPLICATION**

I approve this application.

School Principal

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

I approve this application.

District Superintendent of Schools

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**SUPERINTENDENT AND SCHOOL BOARD CHAIRMAN  
STATEMENT OF ASSURANCES**

Superintendent: \_\_\_\_\_

Principal/Program Coordinator: \_\_\_\_\_

School District: \_\_\_\_\_

School: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

District Statement of Assurances for: \_\_\_\_\_

(District)

I hereby confirm that all staff involved with the Montana HiSET Option Program for this school district are aware of and agree to comply with the assurances and program requirements included in the Montana HiSET Option Program application form submitted by this school district.

Upon notification of program approval the district will certify that:

- The proposal has been approved by the school board and is consistent with existing district policies, rules and contracts.
- The district agrees to support the implementation of the Montana HiSET Option Program as proposed in the district application.
- The district agrees to the provisions and requirements of the Montana HiSET Option Program hereto and made a part hereof.
- The district agrees to provide information as requested by the Montana Office of Public Instruction in a timely manner.

Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of School Board Chairman: \_\_\_\_\_ Date: \_\_\_\_\_



# **DISTRICT PROGRAM COORDINATOR STATEMENT OF ASSURANCES**

Program Coordinator: \_\_\_\_\_

Program Site: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

District Statement of Assurances for: \_\_\_\_\_

(District)

I hereby confirm that all staff involved with the Montana HiSET Option Program for this school district are aware of and agree to comply with the assurances and program requirements included in the Montana HiSET Option Program application form submitted by this school district.

Upon notification of program approval the district will certify that:

- The proposal has been approved by the school board and is consistent with existing district policies, rules and contracts.
- The district agrees to support the implementation of the Montana HiSET Option Program as proposed in the district application.
- The district agrees to the provisions and requirements of the Montana HiSET Option Program hereto and made a part hereof.
- The district agrees to provide information as requested by the Montana Office of Public Instruction in a timely manner.

Signature of District Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_



**HiSET CHIEF EXAMINER STATEMENT OF ASSURANCES**

- I agree to provide HiSET Testing for Montana HiSET Option Program participants from the Montana HiSET Option Program at

\_\_\_\_\_  
(Name of School)

- I understand that Montana HiSET Option Program participants must provide proof that they have successfully passed Official HiSET Practice Tests before they can register for HiSET Testing.
- I understand that Montana HiSET Option Program participants may take the Montana HiSET Tests at the ages of 16 or 17, provided they come with approval from the State of Montana HiSET Option Program Director.
- I understand that Montana HiSET Option Program participants will bring a signed release form permitting the Montana HiSET Chief Examiner to report their Montana HiSET Test scores to the State of Montana HiSET Option Program Director. I agree to provide this information.

HiSET Testing Center name: \_\_\_\_\_

HiSET Testing Center address: \_\_\_\_\_

HiSET Chief Examiner Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## MONTANA HiSET OPTION PROGRAM PARTICIPANT REQUIREMENTS

\*Please review the Montana HiSET Option Program requirements (in bold print) and respond to the questions below.

- **The student must be at least 16 years of age.**
- **The Montana HiSET Option Program can be recommended by school officials only after a review of a student's records show that the student must be at least one semester behind his/her ninth grade cohort in academic credits earned.**

1. Who from your school district will be responsible for identifying potential Montana HiSET Option Program participants?

2. What criteria/information will the school district use to demonstrate that a student will not graduate with his/her class?

### MONTANA HiSET OPTION PROGRAM PARTICIPANT REQUIREMENTS (CONT.)

- The student must be able to read at a level sufficient to successfully complete HiSET instruction and testing. Sufficient reading ability may be demonstrated by a reading level of 8.0 or higher on the Test of Adult Basic Education or on other standardized tests or by other evidence.
- The student must have demonstrated sufficient academic ability to successfully complete HiSET instruction and testing in all subjects including writing and mathematics by the time of his/her ninth grade cohort graduates. Academic ability may be demonstrated by a passing score on official HiSET pre-tests or by scores on standardized tests that demonstrate the ability to do high school level work.
- Students identified with disabilities eligible for participation in the program with proper documentation:
  - A current Individual Education Plan (IEP) or Section 504 Plan that indicates participation in the Montana HiSET Option Program is appropriate for the student.
  - IEP or Section 504 documenting any education services and related accommodations necessary for successful completion of the program must include the testing component and must have a psychological report no older than three years.

3. What criteria/information will be used to demonstrate that a student can read at a level sufficient to successfully complete HiSET instruction and testing?

4. What criteria/information will be used to demonstrate that the student has sufficient academic ability to complete HiSET instruction and testing?



## REQUIREMENTS PRIOR TO PARTICIPATING IN THE MONTANA HiSET OPTION PROGRAM

\*Please review the Montana HiSET Option Program participation requirements (in bold print) and respond to the questions below.

- **The student, his/her parent(s) or legal guardian(s), the student's guidance counselor, administrator and at least one teacher (or his/her designee(s)) must participate in the process. A formal meeting will be held before a student is allowed to begin the Montana HiSET Option Program. The meeting will include a discussion of the Educational Options available to the student; the academic, attendance, and behavioral expectations of the student once in the Montana HiSET Option Program; and the anticipated goal of the program (traditional high school diploma). Educational Options should also be discussed if a student completes academic preparation before they take the final HiSET test. The student, his/her parent(s) or legal guardian(s) the student's guidance counselor, school principal (or his/her designee) and at least two of the student's teachers, and the school's Montana HiSET Option Program Coordinator must participate in the meeting(s).**
- **Participation in the Montana HiSET Option Program must be voluntary. Individual schools will address an orientation process in their application to the state. The student, his/her parent(s) or legal guardian(s), the student's guidance counselor, school principal (or his/her designee) and at least two of the student's teachers, and the school's Montana HiSET Option Program Coordinator must participate in the contract process. The student must volunteer for the program after participating in the meeting(s).**
- **A contract outlining the hours of attendance, academic, and behavioral expectation and services to be provided by the district will be signed by the student, his/her parent(s) or legal guardian(s), school principal (or his/her designee), the school's Montana HiSET Option Coordinator.**

1. What process will the district use to provide information about the Montana HiSET Option Program, and other options, if appropriate, offered to each potential participant and his/her parent(s) or legal guardian(s)?

2. What process will the district use to assure that participation in the Montana HiSET Option Program is voluntary and agreed upon by the student and his/her parent(s) or legal guardian(s)?

3. What contract will be signed by the student, his/her parent(s) or legal guardian(s), school principal (or his/her designee), and the school's Montana HiSET Option Coordinator? Please attach a copy of the contract to this school application.

**COUNSELING REQUIREMENTS  
DURING PARTICIPATION IN THE  
MONTANA HiSET OPTION PROGRAM**

\*Please review the Montana HiSET Option Program counseling requirements (in bold print) and respond to the questions below.

- **All Montana HiSET Option Program students will continue to have access to their school guidance counselors.**
- **Counselors in Montana HiSET Option Program schools will receive training on the Montana HiSET Option Program.**
- **School records will be maintained for Montana HiSET Option Program students the same as for other high school students and graduates of said school.**
- **Montana HiSET Option Program students will have the same access to postsecondary career pathway counseling. Montana HiSET Option students must participate in the Montana Career Information Service (MCIS), or an equivalent process, to develop a career portfolio to ensure college and career readiness.**

1. How will the district assure that each Montana HiSET Option Program participant continues to have access to his/her guidance counselor?

2. What process will your districts' Montana HiSET Option Program Coordinator use to train all counselors on the Montana HiSET Option Program?

3. How will school records for Montana HiSET Option Program students be maintained?

4. How will the district assure that each Montana HiSET Option Program participant will have the same access to postsecondary career pathway counseling and how will the district assure that all Montana HiSET Option Program students participate in the Montana Career Information Service (MCIS), or an equivalent process, to develop a career portfolio to ensure college and career readiness?



## **MONTANA HiSET OPTION PROGRAM DESIGN CURRICULUM AND INSTRUCTION**

\*Please review the Montana HiSET Option Program design, curriculum, and instruction requirements (in bold print) and respond to the questions below.

### **PROGRAM DESIGN**

- **Montana HiSET Option Program students must participate in an educational program for a minimum of 20 hours each week, or, if greater the minimum hours allowed by state regulations to maintain full-time school attendance.**
- **The Montana HiSET Option Program students must participate in the Montana HiSET Option Program with the curriculum directed toward areas related to the Montana HiSET tests for at least a minimum of 15 hours each week. Should a student's school district feel that a student needs more time working on the curriculum provided to him/her, then a change in hours may be made as long as the program coordinator, school principal, and student's parent(s) or legal guardian(s) are notified prior to changing the student's hours.**
- **Additional classroom credit courses and experiential learning should be made available to Montana HiSET Option Program students if the school and student are to meet the full-time attendance policies of the local school district.**

1. How many total hours a week must students participate to meet the full-time attendance requirements of your school district and how will the district make sure that students participating in the Montana HiSET Option Program will meet those requirements?

2. What additional classroom and experiential learning activities will be made available to Montana HiSET Option Program participants to supplement their instruction time other than the 15 weekly hours of Montana HiSET Option Program instruction?

**MONTANA HiSET OPTION PROGRAM DESIGN  
CURRICULUM AND INSTRUCTION (CONT.)**

3. How will 15 weekly hours of Montana HiSET Option Program instruction be organized? In detail, please describe the schedule for Montana HiSET Option Program participants. When and where will the instruction take place? Will it be given by a school district staff member(s)?

4. *Only answer this question if Montana HiSET Option instruction will take place off-campus.* How will the attendance of the Montana HiSET Option Program students be monitored by the school district and what transportation and organizational arrangements will make it possible for Montana HiSET Option Program students to participate in school-based opportunities on school grounds?

## MONTANA HiSET OPTION PROGRAM DESIGN CURRICULUM AND INSTRUCTION (CONT.)

### CURRICULUM

- **Curricula and instructional content for Montana HiSET Option Program must be at least at the secondary school level according to the Montana Office of Public Instruction's policies and procedures. Instructional methods and materials in the Montana HiSET Option Program classes should emphasize the development of improved skills and understanding in reading, math, writing, social studies, and science related to the requirements for language arts, social studies, science and math. It will be important for participants to develop test taking skills, but most of their time in the Montana HiSET Option Program should be spent on activities that develop higher order thinking skills that can be applied at home, work, and in postsecondary education as well as on the Montana HiSET tests.**
- **A student must be enrolled in the Montana HiSET Option Program for 15 hours a week of educational services. Instruction must be devoted to math, science, social studies, and language arts. Montana HiSET Option Program students must participate in the Montana Career Information Service (MCIS), or an equivalent process, to develop a career portfolio to ensure college and career readiness.**

1. Who in your school district will be responsible for assuring that instructional content for your Montana HiSET Option Program is of high quality and at the high school level required by your district and the Montana Office of Public Instruction?

2. Who in your school district will be responsible for assuring that all Montana HiSET Option Program participants have been put into and are using the Career Pathways and are receiving the proper educational opportunities allowed during the non-Montana HiSET Option Program instruction time?



## MONTANA HiSET OPTION PROGRAM DESIGN CURRICULUM AND INSTRUCTION (CONT.)

### INSTRUCTION

- **Montana HiSET Option Program instructors must be certified teachers by the state of Montana, unless approved by Montana Office of Public Instruction (OPI).**
- **Montana HiSET Option Program instructors must take part in sufficient professional development to maintain certification. In addition, it is recommended that all staff members involved with the Montana HiSET Option Program in said school district participate in Montana HiSET Option Program staff development provided by the Montana OPI and also any provided by that school district.**
- **School District's Montana HiSET Option Program programs must provide an adequate supply of textbooks, practice materials, computers (if needed), and educational software to support students in preparing to successfully pass the Montana HiSET Tests and employment needs.**
- **The Montana HiSET Option Program will encourage best practices and student-centered instruction to meet the diverse needs of all learners. Instructional support will be provided by the Montana OPI.**
- **The student/teacher ratio in any Montana HiSET Option Program classes, whether on or off campus, will not exceed a 15 to 1 ratio, a waiver must be submitted to the Montana OPI for the Montana HiSET Option Program Specialist's approval.**

1. Who will teach the Montana HiSET preparation classes for the Montana HiSET Option Program participants? Please list what they will be teaching and what they are certified in by the Montana OPI unless a Montana OPI exception is approved.

2. What are the types of student materials and learning aids that will be used in your Montana HiSET preparation classes for the Montana HiSET Option Program students? What resources will be available to provide materials for the Montana HiSET Option Program students?



3. How will you support Montana HiSET Option Program staff members to participate in training sessions provided by the Montana OPI? Will your district be offering training sessions for Montana HiSET Option Program staff members (please list tentative date(s), what training will cover, and who will provide the training)? What other professional development requirements will be in effect for Montana HiSET Option Program staff members?

4. What teacher/student ratio will be in effect for Montana HiSET Option Program classes?

**MONTANA HiSET OPTION PROGRAM  
FINANCIAL SUPPORT**

\*Please review the Montana HiSET Option Program financial requirements (in bold print) and respond to the question below.

- **To ensure effective instructional delivery, sufficient instructional resources and qualified staff financial support must be allocated to the Montana HiSET Option Program in the school district.**

1. How will the Montana HiSET Option Program be funded? Will current staff members be assigned Montana HiSET Option Program activities and, if so, how will they have time for these additional activities? Will new staff positions be created for the Montana HiSET Option Program? If so, how will funds for these positions be budgeted?



## **MONTANA HiSET OPTION PROGRAM CREDENTIALS AND RECOGNITION FOR PARTICIPANTS**

\*Please review the Montana HiSET Option Program credentials and recognition for participants' requirements (in bold print) and respond to the questions below.

- **The Montana HiSET tests are nationally normed, standards-based means of measuring high school competency. Educational Testing Service (ETS) has granted Montana permission to use the Montana HiSET test battery as a means to demonstrate proficiency provided that the program leads to a high school diploma.**
- **Students who satisfy all Montana HiSET Option Program requirements will be given official school recognition of their achievement. Their successful attainment will be celebrated by participating in the high school graduation ceremony.**

1. What credential will be granted Montana HiSET Option Program participants who successfully complete the Montana HiSET Option Program?

2. What opportunities for official recognition will be offered to Montana HiSET Option Program participants who successfully complete the Montana HiSET Option Program?

## MONTANA HiSET TESTING ACCOMMODATIONS FOR PARTICIPANTS IN THE MONTANA HiSET OPTION PROGRAM

\*Please review the Montana HiSET Option Program testing requirements (in bold print) and respond to the questions below.

- **All Montana HiSET testing for Montana HiSET Option Program participants will take place in an official Montana HiSET Testing Center under the direction of a Montana HiSET Chief Examiner who will follow all guidelines in the “*Montana HiSET Examiners’ Manual*”.**
- **The Montana HiSET Administrator, in collaboration with the Montana HiSET Option Program Specialist, will develop a release form that each Montana HiSET Option Program student will present to the Montana HiSET Examiner to allow test results to be reported to the local Montana HiSET Option Program staff and will also develop protocol for identifying Montana HiSET Option Program participants who are taking the test at that testing center. The Montana HiSET Administrator will work with each testing center and each Montana HiSET Option Program to develop a testing schedule that will meet the needs of students and the testing center's capacity to serve. The Montana Office of Public Instruction does not anticipate that the Montana HiSET Option Program will have such a large number of students that this will be a problem; if the program grows beyond the capacity to serve, the Montana HiSET Administrator will work with local centers to address an increased number of test takers.**

1. Which Montana HiSET Testing Center will provide official Montana HiSET testing for your Montana HiSET Option Program participants? Please attach an assurance from the local Montana HiSET Testing Center that they will work with your district to provide testing for Montana HiSET Option Program participants.

2. Who will be responsible for being sure that Montana HiSET Option Program students have proper release forms when they go for Montana HiSET testing and for following up on student results?

3. What will be the test taking schedule of the Montana HiSET Option Program in your school district (dates offered, time of day, and will the Montana HiSET Option Program participants be tested on different dates than other Montana HiSET test takers)?

## DATA COLLECTION PROCEDURES FOR THE MONTANA HiSET OPTION PROGRAM

\*Please review the Montana HiSET Option Program data collection procedures (in bold print) and respond to the questions below.

- **School district applicants for Montana HiSET Option Program will be required to demonstrate their plan for collecting required data including the age, gender, ethnicity, and IDEA status of Montana HiSET Option Program participants and the number of participants who complete Montana HiSET tests. They must also agree to report the gender and ethnicity of all students in their high school.**
- **The Montana HiSET Option Program data collection year is July 1 through June 30. School districts will be required to submit data for the year to the Montana HiSET Option Program Director by July 31. The District Superintendent of Schools for the sponsoring School Administrative Unit must sign the Montana HiSET Option Program report.**

1. How will the sponsoring school district and/or the district of the Montana HiSET Option Program participant's attendance collect the required data for the Montana HiSET Option Program report, including the age, gender, ethnicity, and Montana HiSET completion of participants?

2. Who will assure that the school's Montana HiSET Option Program data for each year (July 1 through June 30) will be submitted to the Montana Office of Public Instruction by July 31 of that school year?

## MONTANA HiSET OPTION PROGRAM RESPONSIBILITIES PAGE

\*Please review the Montana HiSET Option Program responsibilities (in bold print) and respond to the question below.

- **Who will be responsible for each of the Montana HiSET Option Program tasks listed? Please respond to each item with the name of one or more individuals or with the job title of the person who will be assigned this task.**

1. Coordinating the Montana HiSET Option Program
2. Identifying potential Montana HiSET Option Program participants
3. Assessing reading, math, and writing qualifications for Montana HiSET Option Program
4. Meeting with potential participants and parent(s) or legal guardian(s) to explain Montana HiSET Option Program and other alternatives
5. Teaching Montana HiSET preparation classes
6. Assessing/teaching job-getting and job-keeping skills
7. Monitoring Montana HiSET Option Program attendance
8. Monitoring progress of Montana HiSET Option Program participants
9. Giving official Montana HiSET practice tests to Montana HiSET Option Program participants
10. Arranging for official Montana HiSET testing for participants
11. Giving official Montana HiSET tests (Chief Examiner at local Montana HiSET Testing Center)
12. Following up on Montana HiSET test results
13. Arranging for official recognition of Montana HiSET Option Program graduates
14. Collecting required data for the annual Montana HiSET Option Program report
15. Preparing the MONTANA HiSET Option Program report and transmitting it to the Montana Office of Public Instruction



Please send your application packet to the following address:

John Peterson

Montana HiSET Option Program

Office Of Public Instruction

Box 202501

Helena , Mt. 59620-2501

Phone: 406-444-4438

Fax: 406-444-1373

E-Mail: JPeterson4@mt.gov